Carlton Home & School Club
Board Meeting
Tuesday, February 13, 2018
Carlton Avenue School, Staff Lounge

Present: President: Brandi Mincey, Co-Vice Presidents: Missy Romero, Treasurer: Lisa Allen, Fundraising Chair: Rachel Zanger, Programs Chair: Mary Clinton, Community Chair: Kulwinder Sandhu, Secretary: Euli Oh
Community Members: Hannah Grant, Michele Andersen, Vicki Wooledge, Andrea Knowles, Lara Panish, Maureen Currie, Jen Fosco, Jennifer Watanabe
Regrets: Co-Vice President Scott Conners, Principal Mary Katayama

Board Meeting Called to Order by Brandi Mincey at 8:35AM

What's Working?

- Thank you for our new Room Mom Coordinator, V. Wooledge!
- President B. Mincey for figuring out Science Camp.
- "WAT in a box"- is tucked away and ready to be used for next year.
- V. Michaelsen is doing a great job getting ready for Basket Bingo.

Approval of January Meeting Minutes

- President Brandi Mincey asked for a Motion to Approve the January Meeting Minutes. Mary Clinton moved to approve the January Minutes. Rachel Zanger seconded the motion. The motion was approved with no nays and no abstentions.

Financial Update: Treasurer Lisa Allen presented the financial update.

ASSETS as of 01.31.2018

Checking	$112,316.13
Savings	$ 50,589.17
Total Assets (Combined cash available)	$162,905.30

Fund Balances as of 1.31.2018

Allocated for bill payments	$ 16,265.70
Allocated for CCD	$ 18,087.14
Allocated for 5th Grade Science Camp	$ 22,541.04
Allocated for yearbook fund	$ 6,501.86
Total Current Liabilities	$ 63,395.74

General Fund	$ 99,509.56
Total Assets	$162,905.30

Budget Recap as of 1.31.2018

Income to date	$ 94,203.82
Expenses to date	$ 83,171.25
Expenses still to incur	$ 70,438.75

- **CCD update:** An email has been sent out to teachers to give them an update on their CCD accounts. As it currently stands, it is looking like 2nd, 3rd, and 4th grade donations are below expected costs for their field trips. HSC only acts as the bank to hold CCD funds. If there is not enough funds in the account to cover their field trips, we hope teachers will notify their classes to request further donations. There are two ways to donate to the CCD- online at MySchoolAnywhere: bit.ly/CHSCstore and paper forms are available at the front office.

Community Update: Community Chair Kulwinder Sandhu

- Kulwinder is starting to plan for Teacher Appreciation Week (May 7th week) & HSC Lunch (May 9th. Wed.) Budget is $750. We are looking for ideas to simplify it, and she will send an email to Mrs. K to ask the teachers for anonymous feedback.
- DeeJay for Dancefest - Budget for Deejay is $700. L. Panish will coordinate with Kulwinder and Mrs. Mace.
- Field Day- need volunteers to lead that. In June. Mary will pass the Field Day binder to Kulwinder.

Nomination Committee Update: Co-Vice President Missy Romero provided an update.

- 1 parent reached out to be part of the nominations committee. We need 4 more people. Please let Missy or Scott know if you're interested in joining the committee.

5th grade Science Camp Funds

- HSC parents paid $310 per student for camp, but on the bill there was an unpaid amount of $180 per teacher. $720 total unpaid & 2 scholarships for $620 unpaid.
- In previous years, Science camp account and 5th grade CCD (pool party) were all lumped together.

- Mrs. Katayama will cover 1 scholarship with Site Funds.
- Bus budget $1200 - the bill is $418 so there is $782 remaining there. We will use this amount to pay the $720 bill to cover the teachers. Then, we will use pool party funds to cover the 1 remaining scholarship of $310.
- Next year, it needs to be clear that the teachers collect for the teachers cost and put the bus expense into the CCD.
- There is concern about the rising cost of Science Camp. Mrs. Katayama is working on creating a clear process in how the scholarships are given out. We will need to discuss who will be paying for the scholarships. Teachers still want to offer See's Candy or Mixed Bag for students who want to raise money for to help pay for their camp. We need someone to lead it. Maybe it needs to start with 4th grade room parents.

Fundraising Update: Fundraising Chair Rachel Zanger provided an update.

- **2/28** Chef's Night Out @ Mooyah
- WAT leftover food - Rachel will ask if Basket Bingo or 5th grade Pool Party wants to use it. (Hamburgers 100 and 90 Hotdogs)
- **3/16** Basket Bingo & Auction planning is underway. Auction 2019- we need a committee. Rachel has the Auction binder. Venue needs to be booked a year in advance in May or June. Should we, as a Board, book a venue and then work for to look for volunteers to lead it?
- **3/24** Rummage Sale

Principal's Report

- After school incident – If anyone has questions, concerns, or suggestions, please talk to Mrs. Katayama.
- Survey- There is a district wide survey for parents to fill out. You should have received two emails about it. Your feedback is important to us. Please fill it out by tomorrow.
- Professional Development- One of the wonderful things about our district is that the district provides many opportunities for teachers to learn and grow. Our teachers are so dedicated that they have been volunteering to participate in various trainings and school observations. This often requires teachers to be out of the classroom. We know that it may not be easy for students to have a substitute teacher from time to time. But the knowledge, inspiration, and training they receive will directly impact the classroom. Many teachers are currently learning new methods for teaching math, reading, and STEAM. We have at least 11 teachers who have

signed up to be Teacher Innovators in reading. This week 4 teachers, the Instructional TOSA, and I will be visiting schools in Oxnard on Thursday and Friday that are focused on STEAM. And next month a group of teachers will be attending the national CUE conference to learn about ways to use technology to elevate students' learning experiences. I want to thank all the parents and students for their support of our teachers!

- Age- appropriate Sexual Abuse Prevention Assemblies-

Erin's law requires that all public schools in each state implement a program that 1) teaches students in pre-K-12th grade age-appropriate techniques to recognize child sexual abuse and to tell a trusted adult, 2) trains school personnel, and 3) informs parents/guardians about the warning signs of child sexual and referral and resource information.

- The district has hired Victor Pacini, who is the creator of Be Seen and Heard, to present this information. He will be presenting to students, teachers, and parents.
- An email to all Carlton parents will be sent from the District Office on the morning of Monday, February 26th to inform them of the upcoming assemblies and to let them know that they can opt their child out of the assembly if they wish.
- The student assemblies will be on March 21st.
- There will be two parent meetings run by Victo Pacini on:
  Sunday, March 18th at Dartmouth, 6:30 to 8 pm
  Monday, March 19th at UMS, 6:30 to 8 pm

*** If parents are considering opting their child out, I would encourage parents to attend the parent meeting first. The presenter also has a website so you can learn more about the information he will be sharing.
www.victorpacini.com/peace-of-mind

Teacher's Report

- **TK:** We are learning about animals, their habitats, and their adaptations. We are using kid spelling to label pictures.
- **K:** Kindergarten has hit the ground running since we came back from our holiday break. On our first day back, we participated in the Cardboard Challenge and used teamwork to make something out of cardboard. Martin Luther King was a big unit of study that we learned about. We celebrated winter weather on Snow Day and made ice sculptures from the ice that families froze at home. The 100th

Day of School was on January 30th and we celebrated everything 100 on this momentous day with one another. On Wednesday, February 7th, we participated in Global School Play Day! Each class celebrated unstructured play in different ways and enjoyed it! In math, we learned about comparing numbers, number stories, and began our unit on number bonds. Our focus for writing this trimester has been on informational writing. We have begun to read non-fiction texts and are working on strengthening our informational writing skills. We love kindergarten!

- **1st:** Love is in the air in first grade. We are so excited about Valentine's Day. We studied groundhog day and are looking forward to researching the presidents.
- **2nd:** Second grade have a wonderful time doing the Kindness Challenge these past weeks. We have been learning about kindness with the theme of Valentine's Day. In math we are adding and subtracting 3 digit numbers with multiple strategies. In reading we have read a favorite Owl Moon and have learned about owls. We wrote informational text about owls and animals to integrate science and English Language Arts together.
- **3rd:** Kids are presenting their wax museum this week on their famous Americans, we are working on fractions in math and finishing up writing informative paragraphs based on non-fiction articles.
- **4th:** 4th grade is completing our unit on California missions with projects and presentations taking place this week. We are e completing a module on fractions in math. We are looking forward to Art Vistas and decorating our student masks!
- **5th:** We are writing science camp books. Every teacher does it differently but all are a big project. President Reports are due this week and presentations will be after break.

Meeting Adjourned 9:51AM